**Introductory Slide**

Good Afternoon, Today I would like to provide guidance on how to save documents into a web based folder. When an individual saves his or her documents into a web based folder, it can provide security and efficiencies for this user.

For example, have you ever misplaced a flash drive containing important documents and for the life of you cannot remember where it was placed. Or, have you ever been concerned that someone may have access to important documents you have saved to your desktop. And finally, what if the companies systems crashes and you only had your materials saved on your desktop.

These are just some of the what ifs that we go through in our daily work environment that web based applications folders can help us avoid. Today, I would like to show you one site where you can utilize this technology, Google.

This workshop is meant to be interactive and this is the reason we have set everyone up with a laptop computer. If at any time during the workshop you experience any technical difficulties, we have IT support that is available to assist.

We would like to make this experience as interactive as possible, especially this piece, so at the end of the session, you will be asked to utilize the information I have discussed and what has been shown on the slides and within the handouts to complete this task. As with any workshop that we conduct, you will be asked to provide feedback whether it be through the questionnaire provided or by email.

To begin, let’s move to some screen shots that I have provided which will walk you through the process of uploading a document into Google docs.

**Slide Two**

Most people know Google for its search engine capabilities; however, there are additional products that this website can offer to consumers. Today, our focus will be on Google Documents. Before I can show you how to upload any documents into this product, you must first login.

At this time, please go into the web browser and log into [www.google.com](http://www.google.com). In the upper right hand screen there is a hyperlink that will lead you to the “Sign in” screen. For your convenience, the associated slide shows you where the Sign in Screen is located.

**Slide Three**

Now that you have had the opportunity to move to the “Sign In” page, it is time to create an account. For those of you that may already have an account, please login with your user name and password. Individuals that do not have a log in, please select the link to “Create an Account Now”.

When creating an account, please remember to choose a user name that is professional. Some of you may find that you wish to share documents with students and or colleagues and it is not good to see an email coming from [butterflyangelkissesmeonthenose@gmail.com](mailto:butterflyangelkissesmeonthenose@gmail.com). Additionally, remember to use a password that can easily be remembered so you do not have to fumble around trying to locate your access information. Please take a few moments to set up an account.

**Slide Four**

I want to thank you all for taking the time to set up an account. Now that you have created your account and are logged into Google, we will explore the addition of documents through Google Docs. In the Google web browser, there are a set of hyperlinks, similar to a menu in word, at this time, please select the button showing more. Once you have selected this tab, additional choices will be presented.

Please select Documents.

**Slide Five**

Once you have entered the Google docs site, you will be able to view documents of various types. Because this is your folder, you have the ability to choose how information is saved. At this time, my focus is on showing you how to save documents into Google docs. I suggest that after this workshop that you explore the additional aspects of Google docs to make yourself more familiar with the product and to allow yourself ways to save your data in a format that is comfortable for you.

At this time, please select the upload button that is toward the upper left hand portion of the Google site. I have pointed this out within the slide.

**Slide Six**

As you can see on the computers you have in front of you, there is an option for you to browse your computer to find the document(s) you wish to upload. On each of your computers, we have saved a word document titled “Test”. Please browse the computer, locate the desktop and locate this file. Now that you have chosen the file, please select the “Start upload” function that is provided.

Once the document shows that it has been loaded, please select “Back to Google Docs”. In your folder, the file will be there for you to access and to share with other individuals. At this time, several of my colleagues and I will be walking around to see if the file uploaded successfully for you and to assist with any problems.

**Slide Seven**

This short presentation was set up to provide you with insight into the world of saving documents to a web based platform. I hope that the information has been informative and that this is a new tool that you can use to assist with saving projects and sharing them with others.

Let’s take the time to open the floor for questions about saving files to web based products and about Google docs.